
Air National Guard (ANG) Military Vacancy Announcement (MVA)
(Must be a current ANG member only)

2010-189C1

A7 Cooperative Agreements Assistant Program Manager

PROMOTABLE TSGT - MSGT

**(Must meet this rank requirement at closeout date)*

Closeout Date: 21 Oct 2010 Close of Business (COB)

To view the most current application procedures/requirements, refer to the ANG Careers webpage at <http://www.ang.af.mil/careers/mva/procedures.asp>

Headquarters ANG Title 10 4-year Statutory Tour at **NGB/A7 (Joint Base Andrews, MD)**. Must be Air Force Specialty Code (AFSC) **3EX7X**. Duties and Responsibilities: A7 Cooperative Agreements Assistant Program Manager. OPR for base level manpower support to include; state employees and contract personnel in the civil engineer function. Provides guidance for the development of policy to enhance the efficiency of the base civil engineer function and oversees the implementation of such. Ensures compliance of OSD policy for Defense Utility Energy Reporting System (DUERS) to comply with DoD directives in utility consumption reduction. Provides oversight of the review of all regulations, manuals and Engineering Technical Letter's (ETL's) that impact the ANG A7 Facility Operations and Maintenance function. Assists with suspense's, JASMS, action officer duties, support agreements overview, Office of Corollary Responsibility (OCR) in matters pertaining to AFI reviews and publications as applicable to the NGB/A7 Cooperative Agreements program.

Provides oral and/or written guidance for NGB/A7 facility operations training requirements to include acting as the trainer or presenter of such guidance. Reviews and assists with the management of all base level aspects of A7 Facility Operations and Maintenance. Contributes to NGB/A7, SAF, OSD and HQ USAF on ANG requirements and their impacts to established policy, or impact from a new policy as related to Facility Operations and Maintenance. Provides guidance to NGB/A7 on day to day Directorate budgetary requirements acting as the alternate Commodity Manager for Commodity F, Facility Operations. Review, coordinate, validate and fund all base level requirements covering A7 cooperative agreement through the use of facility operations databases, FM Checkbook, CEMCA Database, PDS. Provides recommendations for the development of point papers, studies, statistical summaries and presentations. Analyzes developed summaries on the impact, participation or growth of the FO program at both the national and state level. Identifies negative trends and takes the appropriate corrective action. Conversely, positive trends are identified for appropriate recognition. Provides guidance to NGB/A7 program managers on procedural aspects of project tracking and funds requests. Assists in ensuring logistical support to the Divisions and Directorate. Performs other duties as directed.

Mandatory criteria as indicated in the MVA must be documented on the members report on individual personnel (RIP). If it is not indicated on the RIP, it is incumbent upon the applicant to ensure that the appropriate source documentation is provided with the application.

Must meet the above stated grade/rank requirement by closeout date of advertisement.

Member must have a Secret Clearance or an open investigation to apply for statutory tour positions.

Enlisted applicants who are higher grade than the highest grade for the advertisement must provide a statement of understanding with the application stating he/she is willing to be voluntarily demoted if selected for this position, IAW ANGI 36-25-03, Paragraph 3.4.3.

Officers applying for a statutory tour position must have a minimum of a Bachelors degree prior to applying.

Application for this MVA signifies agreement to the following statement, in accordance with (IAW) Title 18 USC 1001: "I certify that, to the best of my knowledge and belief, all of the information on an attached to this application is true, correct, complete and made in good faith. I understand that false or fraudulent information on or attached to this application may be grounds for rejection or for release from statutory tour after I begin work, and may be punishable by fine or imprisonment. I understand that any information I give may be investigated."

Questions regarding this advertisement can be sent to hr.apply@ang.af.mil
